

FEDERAL BUREAU OF INVESTIGATION  
FOI/PA  
DELETED PAGE INFORMATION SHEET  
FOI/PA# 1218644-0

Total Deleted Page(s) = 103  
Page 11 ~ b6; b7C;  
Page 12 ~ b6; b7C;  
Page 13 ~ b6; b7C;  
Page 18 ~ b6; b7C;  
Page 19 ~ b6; b7C;  
Page 21 ~ b6; b7C;  
Page 43 ~ Referral/Direct;  
Page 44 ~ Referral/Direct;  
Page 45 ~ Referral/Direct;  
Page 46 ~ Referral/Direct;  
Page 47 ~ Referral/Direct;  
Page 48 ~ Referral/Direct;  
Page 49 ~ Referral/Direct;  
Page 50 ~ Referral/Direct;  
Page 51 ~ Referral/Direct;  
Page 52 ~ Referral/Direct;  
Page 53 ~ Referral/Direct;  
Page 54 ~ Referral/Direct;  
Page 55 ~ Referral/Direct;  
Page 56 ~ Referral/Consult;  
Page 57 ~ Referral/Direct;  
Page 58 ~ Referral/Direct;  
Page 59 ~ Referral/Direct;  
Page 60 ~ Referral/Direct;  
Page 61 ~ Referral/Direct;  
Page 62 ~ Referral/Direct;  
Page 63 ~ Referral/Direct;  
Page 64 ~ Referral/Direct;  
Page 65 ~ Referral/Direct;  
Page 70 ~ b3; b6; b7C; b7E;  
Page 75 ~ b3; b7E;  
Page 76 ~ b3; b7E;  
Page 77 ~ b3; b7E;  
Page 78 ~ b3; b7E;  
Page 81 ~ b3; b7E;  
Page 82 ~ b3; b7E;  
Page 83 ~ b3; b6; b7C; b7E;  
Page 84 ~ b3; b6; b7C; b7E;  
Page 85 ~ b3; b7E;  
Page 86 ~ b1; b3; b6; b7C; b7E;  
Page 88 ~ Duplicate;  
Page 89 ~ Duplicate;  
Page 90 ~ Duplicate;  
Page 91 ~ Duplicate;  
Page 92 ~ Duplicate;  
Page 93 ~ Duplicate;  
Page 104 ~ b6; b7C; b7D; b7E;  
Page 105 ~ b6; b7C; b7D; b7E;

# Acquisition Security Unit Checklist

Version 3 – 10/01/2009

Previous editions are obsolete and will not be accepted

## MUST BE COMPLETED BY REQUESTOR

Request Date:	04/12/2011
Anticipated Procurement Date:	
Requisition #:	
Point of Contact:	
POC Phone #:	
Highest Classification Required for Vendor to Provide Services / Products: (Access to FBI systems? Access to classified information?)	
<input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TOP SECRET/SCI	

b6  
b7C  
b7E

Comments:

## ASU USE ONLY

Date Received:	ASU POC:
Date Additional Information Requested:	<input type="checkbox"/>
Date Returned:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

b6  
b7C

- Classified Contract (DD 254 Required)
- Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required)
- Contracting Officer's Security Representative
- E-QIP Special Security Requirements
- DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements
- DOJ Consent for Warrantless Searches of DOJ Workplaces
- Personnel Security Special Security Requirements
- Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements
- Contractor Financial Disclosure Requirements
- Contractor Suitability Requirements
- National Interest Determination

## ASU SPECIAL NOTES

- Required if not already accomplished as part of the original contract award
- Required if connected to a FISMA or Critical Asset System (i.e. )
- Required if includes procurement of IT hardware / software connected to a FISMA or Critical Asset System
- Intergovernmental procurement / reimbursement
- No actions related to security were identified in the documentation provided

b7E

ASU

Date

## ACKNOWLEDGEMENT

Procurement Official/COTR/Technical Representative:

- I certify that those security requirements identified above by the ASU have been incorporated into the procurement documentation.
- This is / is not a mission-essential contract.

Signature:

Date:

Printed Name:

b6  
b7C

CREW-5096

Page 318 ~ b7E;

XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
X Deleted Page(s) X  
X No Duplication Fee X  
X For this Page X  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

~~SECRET~~ // NOFORN

EMAILS AND ECs FROM ET

b6  
b7c

PART 4 OF 4

Classified By: J76J21T83  
Derived From: FBI NSISC-20090615  
Declassify On: 20381231

~~SECRET~~ // NOFORN

CREW-4962

FD-448  
Revised  
10-27-2004

FEDERAL BUREAU OF INVESTIGATION  
**FACSIMILE COVER SHEET**

**PRECEDENCE**

Immediate

Priority

Routine

**CLASSIFICATION**

Top Secret

Secret

Confidential

Sensitive

Unclassified

**TO**

Name of Office:

CIRG / SAS

Facsimile Number:

Date:

1/06/12

Attn:

M+A

Room:

Telephone Number:

b6  
b7C

**FROM**

Name of Office:

OTD / VSU

Number of Pages: (including cover)

4

Originator's Name:

Originator's Telephone Number:

Originator's Facsimile Number:

Approv

**DETAILS**

Subject:

Class II medical Certificates

Special Handling Instructions:

Please add these copies of certificates to your pilot files, I will send updates when obtained.

Brief Description of Communication Faxed:

Current copies of class II med. Certs..

b6  
b7C

**WARNING**

Information attached to the cover sheet is U.S. Government Property. If you are not the intended recipient of this information disclosure, reproduction, distribution, or use of this information is prohibited (18. USC, § 641). Please notify the originator or local FBI Office immediately to arrange for proper disposition.

CREW-4963

PAGE: DAVID A. (OTD) (FBI)

From: [REDACTED] (OTD) (FBI)  
Sent: Monday March 05 2012 10:42 AM  
To: [REDACTED] (FBI)  
Subject: RE: Medical Cert, Class II

b6  
b7C

Classification: UNCLASSIFIED

=====

Hi [REDACTED]

b6  
b7C

I only maintain records of these certificates for the Video Surveillance Unit and also forward copies to [REDACTED]

**Position Title:** MGMT&PROG ANAL

**Functional Title:**

**Organizational Title:**

**Cost Code/Responsible Unit Code:** 2242

**Cost Center Name/Responsible Unit Name:** D22-AVIATION SUPPORT

**Fax Number:** [REDACTED]

**Pager Email:** [REDACTED]

**Blackberry Email:** [REDACTED]

[REDACTED]

---

**From:** [REDACTED] (FBI)  
**Sent:** Monday, March 05, 2012 9:26 AM  
**To:** [REDACTED] (OTD) (FBI)  
**Subject:** Medical Cert, Class II

b6  
b7C

Classification: UNCLASSIFIED

=====

[Redacted]

b6  
b7C

I need to get you a copy of my Class II medical certificate. Please provide an bu-mail address so I can forward it to you!!

Thanks!!

**Very Respectfully,**

[Redacted]  
Investigative Specialist - Aviation  
Bue-berry: [Redacted]

Critical Incident Response Group

Field Flight Operations Unit [Redacted]

b7E

**~BE SAFE, STAY VIGILANT~**

=====

Classification: UNCLASSIFIED

=====

Classification: UNCLASSIFIED

FD-448  
Revised  
10-27-2004

FEDERAL BUREAU OF INVESTIGATION  
**FACSIMILE COVER SHEET**

PRECEDENCE

Immediate

Priority

Routine

CLASSIFICATION

Top Secret

Secret

Confidential

Sensitive

Unclassified

TO

Name of Office:

D22-Aviation Support

Facsimile Number:

Date:

3/5/12

Attn:

Room:

Telephone Number:

b6  
b7C

FROM

Name of Office:

VSU

Number of Pages: (including cover)

2

Originator's Name:

Originator's Telephone Number:

Originator's Facsimile Number:

Approv

DETAILS

Subject:

Medical Certificates

Special Handling Instructions:

Please update file of ET [redacted]  
with current Med. Cert, 2nd Class.

b6  
b7C

Brief Description of Communication Faxed:

Medical Certificate 2nd. Class  
for ET [redacted] (VSU) - UAV pilot

WARNING

Information attached to the cover sheet is U.S. Government Property. If you are not the intended recipient of this information disclosure, reproduction, distribution, or use of this information is prohibited (18 USC, § 641). Please notify the originator or local FBI Office immediately to arrange for proper disposition.

FD-448  
Revised  
10-27-2004

FEDERAL BUREAU OF INVESTIGATION  
FACSIMILE COVER SHEET

PRECEDENCE

Immediate

Priority

Routine

CLASSIFICATION

Top Secret

Secret

Confidential

Sensitive

Unclassified 5/10/12

TO

Name of Office:

CIRG/SAS

Facsimile Number:

Date:

5/8/12

Attn:

M+PA

Room:

Telephone Number:

b6  
b7C

FROM

Name of Office:

STD/V.SU

Number of Pages: (including cover)

Originator's Name:

Originator's Telephone Number:

Originator's Facsimile Number:

Approved

\_\_\_\_\_

Subject:

DETAILS

Class II Medical Certificates

Special-Handling Instructions:

Please add these copies of certificates  
to your pilot files.

b6  
b7C

Brief-Description of Communication Faxed:

Current copies of Class II Med. Certs.

WARNING

Information attached to the cover sheet is U.S. Government Property. If you are not the intended recipient of this information disclosure, reproduction, distribution, or use of this information is prohibited (18 USC, § 641). Please notify the originator or local FBI Office immediately to arrange for proper disposition.

FD-448  
Revised  
10-27-2004

FEDERAL BUREAU OF INVESTIGATION  
FACSIMILE COVER SHEET

PRECEDENCE

Immediate

Priority

Routine

CLASSIFICATION

Top Secret

Secret

Confidential

Sensitive

Unclassified

TO

Name of Office:

CIRG/SAS

Facsimile Number:

Date:

5/8/12

Attn:

M+PA

Room:

Telephone Number:

b6  
b7C

FROM

Name of Office:

OTD/VSU

Number of Pages: (including cover)

Originator:

Originator's Telephone Number:

Originator's Facsimile Number:

Approved:

DETAILS

Subject:

Class II Medical Certificates

Special Handling Instructions:

Please add these copies of certificates  
to your pilot files.

b6  
b7C

Brief Description of Communication Faxed:

Current copies of Class II Med. Certs.

WARNING

Information attached to the cover sheet is U.S. Government Property. If you are not the intended recipient of this information disclosure, reproduction, distribution, or use of this information is prohibited (18 USC, § 641). Please notify the originator or local FBI Office immediately to arrange for proper disposition.

[REDACTED] OTD) (FBI)

b6  
b7C  
b7E

From: [REDACTED] OTD) (FBI)  
Sent: Thursday, August 18, 2011 12:35 PM  
To: [REDACTED] (OTD) (FBI)  
Subject: FW: FBI Small UAV Services and [REDACTED] Services Available ---  
UNCLASSIFIED

Classification: UNCLASSIFIED

[REDACTED]  
[REDACTED] here is the EC and a short description of what the Field Offices are required to have before we submit a COA request to the FAA. You can forward this email and the attachment to anyone in the FBI that need the information.

b6  
b7C

From [REDACTED] (OTD) (FBI)  
Sent: Thursday, July 21, 2011 7:40 AM  
To: [REDACTED] (FBI); [REDACTED] (FBI); [REDACTED] (FBI); [REDACTED]  
[REDACTED] (FBI); [REDACTED] (FBI); [REDACTED] (FBI); [REDACTED] (FBI); [REDACTED]  
Cc: [REDACTED] (OTD) (FBI)  
Subject: FBI Small UAV Services and [REDACTED] Services Available --- UNCLASSIFIED

b6  
b7C  
b7E

Classification: UNCLASSIFIED



ECSOP.wpd

Hybrid Squad SSA's,

We Operational Technology Division (OTD) and Critical Incident Response Group (CIRG) are offering our services in support of [REDACTED] for the Hybrid Squads and across all Field Offices.

OTD's Video Surveillance Group (VSU), the Tech guys who give you [REDACTED] and cool gadgets and CIRG's Field Flight Operations (FFO) the guys who fly [REDACTED] have been working jointly for over a year in an effort to create an operational Unmanned Aerial Vehicle(UAV)Program.

The time is now here and we are offering these services.

b6  
b7C  
b7E

[REDACTED]  
In order to legally fly and operate the UASs, we need to submit what is known as a Certificate of Waiver and Authority (COA) to the Federal Aviation Administration (FAA).

Once the authority is granted (usually 2-3 months) we can deploy the team [REDACTED]

[REDACTED]

We currently have several approved COAs and have applied for a county wide COA in [redacted]

b6

All we need from your Squads are the [redacted]

b7C

[redacted] If approved we will submit these coordinates on the COA to the FAA via our new and streamlined online COA process.

b7E

Once approved by the FAA, we will require certain administrative assistance and approvals from your office management (see attached EC).

We have successfully operated the [redacted] UASs [redacted]

Please take a moment to read the attached EC for requirements once a COA is approved.

If you are interested in these services please contact me or have your case agent contact directly and I can assist you with the process.

Regarding the [redacted] I returned from their training several weeks ago. While at the training we were able to utilize the [redacted] These services are also available and we are coordinating these between OTD and Aviation Surveillance Branch [redacted] Once a determination is made that [redacted] Services are feasible, we will contact [redacted] Remember [redacted] is on a case by case basis and not a blanket offer.

b6

b7C

b7E

Any Questions please feel free to contact your Technical Advisor, your Aviation Coordinator or me directly.

Thank You

SSA [redacted]  
Program Manager [redacted]

b6

OTD-VSU  
FBI Academy Quantico, VA [redacted]

b7C

b7E

=====

Classification: UNCLASSIFIED

=====

Classification: UNCLASSIFIED

(Rev. 05-01-2008)

436

UNCLASSIFIED

## FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 11/10/2010

To: Critical Incident Response Attn: ASC [REDACTED] ASB  
Group UC [REDACTED] ASB/FFO  
SSA [REDACTED] ASB/FFO

b6  
b7C

From: Operational Technology  
Traditional Technology Section/Video Surveillance Unit  
Contact: SSA [REDACTED]

b6  
b7C

Approved By: [REDACTED]

Drafted By: [REDACTED]

Case ID #: 321D-IR-A7788 *41* (Pending)

Title: Unmanned Aerial Vehicle (UAV)

b7E

Synopsis: Recommend Standard Operating Procedures (SOP) for the request and implementation of services for UAV and [REDACTED] (better known as [REDACTED] by field offices and operating requirements and parameters for equipment and personnel operating these vehicles.

Enclosure(s): U.S. Department of Transportation, Federal Aviation Administration, Air Traffic Organization Policy NJ07110.52 effective 12/16/2009  
Federal Aviation Administration, Memorandum, Unmanned Aircraft Systems Operations in the U.S. National Airspace System - Interim Operational Approval Guidance, dated 12/16/2005  
Interim Operational Approval Guidance 08-01  
Unmanned Aircraft Systems, Operations in the U.S. National Airspace System dated 03/13/2008

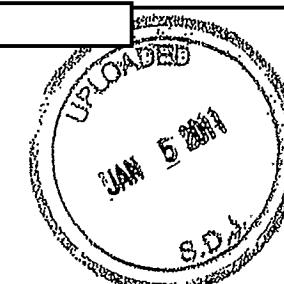
Details: Operational Technology Division (OTD) /Traditional Technology Section (TTS)/Video Surveillance Unit (VSU) currently has an inventory of UAVs and [REDACTED]

b7E

VSU\_314.1.wpd

UNCLASSIFIED

MAIL ID 30492



CREW-5001

UNCLASSIFIED

To: Critical Incident Response Group From: Operational Technology  
Re: 321D-IR-A7788, 11/10/2010

LEAD(s):

Set Lead 1: (Info)

CTRG  
CRITICAL INCIDENT RESPONSE GROUP



For information only.

Encls

CC:



♦♦

b6  
b7C  
b7E

UNCLASSIFIED

~~UNCLASSIFIED~~

**FEDERAL BUREAU OF INVESTIGATION**

Precedence: ROUTINE

Date: 02/02/2012

To: Operational Technology

Attn: [REDACTED]

b6  
b7C

From: Operational Technology

VSU/TTS/OTD

Contact: SSA [REDACTED]

Approved By: [REDACTED]

b6  
b7C

Drafted By: [REDACTED]

Case ID #: 319T-2-HQ-A1487668 (Pending)

Title: Unmanned Aerial Vehicle

b7E

Synopsis: Provide information on Unmanned Aerial Vehicle (UAV) [REDACTED]

[REDACTED] for FY 2011.

b7E

Details: During Fiscal Year (FY) 2011, the UAV program consisted of [REDACTED] full-time and [REDACTED] part-time personnel. The [REDACTED]

UAV Program with regards to operating procedures, requests for service procedures and training. These operating and training procedures and guidelines were established in accordance with the EC dated 10/28/2010, titled Standard Operating Procedures (SOP) UAV [REDACTED] file numbers 319T-2-HQ-A1487668 and 321D-IR-A7788.

This EC was drafted and approved based on observations and lessons learned from previous UAV [REDACTED] operations and a desire to implement a UAV [REDACTED] program within OTD which was not only successful but followed investigative guidelines, both legal and operational. The EC also addressed training and Electronic Surveillance (ELSUR) requirements not met in previous UAV [REDACTED] operations. In addition, the EC established a request process from Field Offices for UAV [REDACTED] services and guidance on Federal Aviation Administration (FAA) and Bureau Aviation Regulations (BAR) for Pilot-in-Command, Co-Pilot and Observers for UAV operations within the National Airspace System (NAS) and throughout the United States. As a result, the following Goals and Objectives were established and met for FY 2011.

b7E

~~UNCLASSIFIED~~

~~SECRET~~ (U)

~~UNCLASSIFIED~~

To: Operational Technology From: Operational Technology  
Re: 319T-2-HQ-A1487668, 02/02/2012

♦♦

~~UNCLASSIFIED~~

~~SECRET~~ (U)

(Rev. 05-01-2008)

UNCLASSIFIED

**FEDERAL BUREAU OF INVESTIGATION**

Precedence: ROUTINE

Date: 07/22/2010

b6  
b7C

To: Operational Technology

Attn: ET

~~Video Surveillance Unit~~

From: CIRG

SAS/ASB/ASU

Contact: SSA

Approved By:

b6  
b7C

Drafted By:

Case ID #: 321D-IR-A7788 (Pending) 34

Title: UNMANNED AIRCRAFT SYSTEMS;  
BUREAU AIRCRAFT OPERATIONS

Synopsis: FAA UAS All Hands Conference Call

b7E

Reference: 321D-IR-A7788 Serial 32

Administrative: Slides delivered to VSU via UNET.

Enclosure(s): For the file only: FAA provided briefing slides.

Details: On [REDACTED] the FAA  
Unmanned Aircraft Systems Office [REDACTED]  
[REDACTED] held a conference  
call to discuss [REDACTED]

b6  
b7C  
b7E

201 [REDACTED] 01.wpd

UNCLASSIFIED

CREW-5021

uploaded 7/30/10 by [REDACTED]

UNCLASSIFIED

To: Operational Technology From: CIRG  
Re: 321D-IR-A7788, 07/22/2010

LEAD(s) :

Set Lead 1: (Info)

OPERATIONAL TECHNOLOGY

AT QUANTICO, VA

Read & clear.

♦♦

UNCLASSIFIED

(Rev. 06-01-2008)

UNCLASSIFIED

**FEDERAL BUREAU OF INVESTIGATION**

Precedence: ROUTINE

Date: 03/29/2012

To: Operational Technology

Attn: Video Surveillance Unit

From: CIRG

SAS/ASB/FFOU

Contact: SSA [redacted]

b6  
b7C

Approved By: [redacted]

Drafted By: [redacted]

Case ID #: 321D-IR-A7788 (Pending)

Title: UNMANNED AERIAL SYSTEMS;  
FIELD FLIGHT OPERATIONS UNIT;  
BUREAU AIRCRAFT OPERATIONS

Synopsis: Guidance from FAA Unmanned Aircraft Program Office.

Details: On 03/29/2012, per telcal, the investigating Agent discussed unmanned aerial system ("UAS") training issues with [redacted] [redacted] Air Traffic Manager, Unmanned Aircraft Systems, [redacted]

b6  
b7C

[redacted] reported that the FBI could conduct internal UAS training and pilot certification without [redacted] [redacted] training. The only prerequisite to such training is that all attendees be licensed pilots. The investigating Agent invited [redacted] to send an FAA employee to attend the first such in-service.

b6  
b7C  
b7E

UAV2.WPD

UNCLASSIFIED

CREW-5023

UNCLASSIFIED

To: Operational Technology From: CIRG  
Re: 321D-IR-A7788, 03/29/2012

LEAD(s):

Set Lead 1: (Info)

OPERATIONAL TECHNOLOGY

AT VSU, VA

Read & clear.

♦♦

UNCLASSIFIED

UNCLASSIFIED

**FEDERAL BUREAU OF INVESTIGATION**

Precedence: ROUTINE

Date: 03/14/2012

To: Operational Technology

Attn: VSU

[redacted]

From: CIRG

SAS/ASB/FFOU

Contact: SSA

b6  
b7C  
b7E

Approved By:

[redacted]

Drafted By:

[redacted]

Case ID #: 321D-IR-A7788 (Pending)

Title: UNMANNED AERIAL SYSTEMS;  
FIELD FLIGHT OPERATIONS UNIT;  
BUREAU AIRCRAFT OPERATIONS

Synopsis: [redacted] UAS Conference [redacted]

b7D  
b7E

Reference: 321D-IR-A7788 Serial 89

Administrative: The writer's presentation is available on the ASB SharePoint site.

Enclosure(s): For the file only, four FD-340 envelopes containing: (1) Business cards from conference participants, (2)

[redacted] (3) Summary of conference presenters, (4) The writer's presentation.

Details: [redacted] Unmanned Aerial System ("UAS") conference at [redacted] from [redacted] The investigating Agent attended and delivered a lecture entitled, "Legal Challenges to Unmanned Aerial Systems in the United States." The presentation focused on the relevant constitutional and administrative law governing UAS operations in the United States. [redacted]

b6  
b7C  
b7D  
b7E

UNCLASSIFIED

To: Operational Technology From: CIRG  
Re: 321D-IR-A7788, 03/14/2012

LEAD(s) :

Set Lead 1: (Info)

OPERATIONAL TECHNOLOGY

AT VSU, VA

Read & clear.

Set Lead 2: (Info)

CANBERRA

AT CANBERRA, AU

Read & clear.

♦♦

UNCLASSIFIED

FEDERAL BUREAU OF INVESTIGATION  
RECEIPT FOR GOVERNMENT PROPERTY

REQUEST TYPE  
 Received       Returned

## PROPERTY RECEIVED

FBI Identification Card No.:

Special Agent Badge No.:

Special Agent Credential Card No.:

Support Employee Credential Card No.:

Contractor/Task Force/Other Credential Card No.:

Key Number:

Hook Number:

Room Number:

Government Credit Card No.:

Telephone Calling Card No.:

Cellular Telephone No.:

Laptop Computer No.:

Bullet Proof Vest:

Other:

b7E

## PROPERTY RECEIVED FROM

Signature:

Name:

Date:

01/19/2012

b6

b7C

## CERTIFICATION

I certify that I have received the government property acknowledged above for official use. The government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. **Employee will be required to reimburse the FBI for lost/stolen property in cases where the employee is found to be negligent.**

Signature:

Name:

SSN:

## PROPERTY RETURNED

Reason for Returning:       Absence For Maternity Reason       Transfer       Military Leave  
                                   Resignation       Retiring       Other

FBI Identification Card No.:

Special Agent Badge No.:

Special Agent Credential Card No.:

Support Employee Credential Card No.:

Contractor/Task Force/Other Credential Card No.:

Key Number:

Hook Number:

Room Number:

Government Credit Card No.:

Telephone Calling Card No.:

Cellular Telephone No.:

Laptop Computer No.:

Bullet Proof Vest:

Other:

## PROPERTY RETURNED TO

Signature:

Name:

Date:

## CERTIFICATION

I certify that I have returned the government property acknowledged above for official use.

Signature:

Name:

SSN:

CREW-5035

TO CONFIRM CHARGE OUT: PRINT THE SCREEN & PRESS 'ENTER' KEY.

PMAPR18K \* \* \* PROPERTY MANAGEMENT \* \* \*  
DPCTR12 CHARGE OUT - CONFIRMATION SCREEN

01/19/2012  
15:18:45

Property Number  Suffix

Serial Number

b7E

Model Number

Local Serial Number

Manufacturer

Description

Office Description

Cost Center 1846 RA

\* You are responsible for taking care of the Government property which you \*  
\* hereby acknowledge is charged to you. You must return it upon completion \*  
\* of its use. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY. \*

Official Name . . .

SSN

b6  
b7C

Charge Out Date . . . 01/19/2012 Return Date 01/18/2013

Non-FBI LE Employer

Location Local Location

Case No

Remarks

Employee Signature  Date

F1= Help F3= Exit F12= Cancel

4AÜ

24,078

CREW-5036

TO CONFIRM CHARGE OUT: PRINT THE SCREEN & PRESS 'ENTER' KEY.

PMAPR18K \* \* \* P R O P E R T Y M A N A G E M E N T \* \* \*  
DPCTR12 CHARGE OUT - CONFIRMATION SCREEN

01/19/2012  
15:19:49

Property Number  Suffix

Serial Number   
b7E

Model Number

Local Serial Number

Manufacturer

Description

Office Description

Cost Center 1846 RA

\* You are responsible for taking care of the Government property which you \*  
\* hereby acknowledge is charged to you. You must return it upon completion \*  
\* of its use. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY. \*

Official Name . . .

SSN

Charge Out Date : 01/19/2012 Return Date 01/18/2013

Non-FBI LE Employer

Location Local Location

Case No

Remarks

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

b6  
b7C

F1= Help F3= Exit F12= Cancel

4AU

24,078

CREW-5037

TO CONFIRM CHARGE OUT: PRINT THE SCREEN & PRESS 'ENTER' KEY.

PMAPR18K \* \* \* P R O P E R T Y M A N A G E M E N T \* \* \*

DPCTR12 CHARGE OUT - CONFIRMATION SCREEN

01/19/2012

15:20:46

Property Number

Suffix

Serial Number

b7E

Model Number

Local Serial Number

Manufacturer

Description

Office Description

Cost Center 1846

RA

\* You are responsible for taking care of the Government property which you \*  
\* hereby acknowledge is charged to you. You must return it upon completion \*  
\* of its use. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY. \*

Official Name . . .

SSN

b6  
b7C

Charge Out Date . . . 01/19/2012

Return Date 01/18/2013

Non-FBI LE Employer

Location

Local Location

Case No

Remarks

Employee Signature

Date

F1= Help F3= Exit F12= Cancel

4AÜ

24,078

CREW-5038

TO CONFIRM CHARGE OUT: PRINT THE SCREEN & PRESS 'ENTER' KEY.

PMAPR18K \* \* \* P R O P E R T Y M A N A G E M E N T \* \* \*

DPCTR12 CHARGE OUT - CONFIRMATION SCREEN

01/19/2012

15:14:02

Property Number  Suffix

Serial Number  b7E

Model Number

Local Serial Number

Manufacturer

Description

Office Description

Cost Center 1846 RA

\* You are responsible for taking care of the Government property which you \*  
\* hereby acknowledge is charged to you. You must return it upon completion \*  
\* of its use. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY. \*

Official Name . . .

SSN  b6  
b7C

Charge Out Date . . . 01/19/2012

Return Date 01/18/2013

Non-FBI LE Employer

Location Local Location

Case No

Remarks

Employee Signature  Date

F1= Help F3= Exit F12= Cancel

4A

24,078

CREW-5039

(Rev. 05-01-2008)

UNCLASSIFIED//LAW ENFORCEMENT SENSITIVE

**FEDERAL BUREAU OF INVESTIGATION**

Precedence: ROUTINE

Date: 04/10/2012

To: Operational Technology

Attn: Video Surveillance Unit

From: CIRG

SAS/ASB/FFOU

Contact: SSA [redacted]

b6  
b7c

Approved By: [redacted]

Drafted By: [redacted]

Case ID #: 321D-IR-A7788 (Pending)

Title: UNMANNED AERIAL SYSTEMS;  
FIELD FLIGHT OPERATIONS UNIT;  
BUREAU AIRCRAFT OPERATIONS

Synopsis: (U) UAS Test Site Request for Comments, 04/10/2012.

Details: (U) On 04/10/2012, the investigating Agent participated in a web based seminar hosted by the Federal Aviation Administration ("FAA"). The topic of the presentation was the solicitation of comments on proposed unmanned aerial system ("UAS") test ranges for use in evaluating integration of UASs into the National Airspace System. The conference was open to the public and journalists reportedly participated. As all statements were on the record, the investigating Agent did not speak.

(U) FAA employees [redacted] were the presenters. The main topic was the review of the *FAA Modernization and Reform Act of 2012* ("Act") and the current notice of proposed rule making concerning the test ranges and the associated pending request for comment. This requirement was included in the Act by Congress. The FAA shall determine the location of six test ranges which shall be operational within 180 days. FAA-2012-0252 is the Federal Register document number for the requirements concerning test ranges. The ranges are intended to test a variety of UAS capabilities such as conventional takeoff and landing, high speed flight, maritime capability, operations at very high altitude, and evaluation of dissimilar aircraft in multiple altitude structures. Geographic and climatic diversity is a goal for the test ranges. The FAA will

b6  
b7c

UAV1.WPD

UNCLASSIFIED//LAW ENFORCEMENT SENSITIVE

CREW-5040

UNCLASSIFIED//LAW ENFORCEMENT SENSITIVE

To: Operational Technology From: CIRG  
Re: 321D-IR-A7788, 04/10/2012

not fund the operation of these test ranges. Each user wanting to operate a range must demonstrate ability and experience to do so. Comments are due 05/08/2012. Test site selection will be published in December, 2012. All comments will be posted to [www.regulations.gov](http://www.regulations.gov) or on the FAA website. Additional information is provided at [www.faa.gov/about/initiatives/uas/](http://www.faa.gov/about/initiatives/uas/).

(U) Relevant questions and answers are discussed below. One questioner asked about whether the test ranges would allow both civil and public operations. The FAA responded that both civil and public flight operations would be allowed. The tenor of the answers to various questions made clear that the test ranges are meant for use in research and development and not for operational use. The program is intended to allow the FAA to evaluate system safety, aircraft certification, command and control links, control station layout, sense and avoid, environmental impact, and human factors. The request for comments is intended to help define the range selection criteria. No sites have yet been chosen. The funding of the test site will be the responsibility of the proponent. The FAA would not charge for test range use. The question of whether the operator of the test range could assess fees was not answered.



b7E

UNCLASSIFIED//LAW ENFORCEMENT SENSITIVE

UNCLASSIFIED//LAW ENFORCEMENT SENSITIVE

To: Operational Technology From: CIRG  
Re: 321D-IR-A7788, 04/10/2012

LEAD(s):

Set Lead 1: (Info)

OPERATIONAL TECHNOLOGY

AT VSU, VA

(U) Read & clear.

♦♦

UNCLASSIFIED//LAW ENFORCEMENT SENSITIVE

Management and Program Analyst

Technical Response Unit

Phone [redacted]

Fax [redacted]

b6  
b7C

**From:** [redacted] (OTD) (FBI)  
**Sent:** Friday, July 30, 2010 10:29 AM  
**To:** [redacted] (OTD) (FBI); [redacted] (OTD) (FBI)  
**Cc:** [redacted] (OTD) (FBI); [redacted] (OTD) (FBI); [redacted] (OTD) (FBI)  
**Subject:** RE: PO# [redacted]

b6  
b7C  
b7E

UNCLASSIFIED  
NON-RECORD

[redacted]  
Do you have any update on this ?

**From:** [redacted] (OTD) (FBI)  
**Sent:** Thursday, July 29, 2010 8:14 AM  
**To:** [redacted] (OTD) (FBI)  
**Cc:** [redacted] (OTD) (FBI); [redacted] (OTD) (FBI); [redacted] (OTD) (FBI); [redacted] (OTD) (FBI)  
**Subject:** RE: PO# [redacted]  
**Importance:** High

b6  
b7C  
b7E

UNCLASSIFIED  
NON-RECORD

[redacted]  
[redacted] called yesterday inquiring about payment for the above purchase order. I checked [redacted] today and nothing has been posted for payment. We received the item in January. Can you please provide an update of the [redacted]  
[redacted]

b6  
b7C  
b7E

The POC for payment on this contract for [redacted]

[redacted]  
Management and Program Analyst  
Technical Response Unit

Phone [redacted]

Fax: [redacted]

**From:** [redacted] (OTD) (FBI)  
**Sent:** Tuesday, April 20, 2010 1:19 PM  
**To:** [redacted] (OTD) (FBI)  
**Cc:** [redacted] (OTD) (FBI); [redacted] (OTD) (FBI); [redacted] (OTD) (FBI)  
**Subject:** RE: PO# [redacted]  
**Importance:** High

b6  
b7C  
b7E

UNCLASSIFIED  
NON-RECORD

[redacted]  
Any updates on this [redacted] with the [redacted] is showing the money has not been taken.

b6  
b7C

[redacted]  
Management and Program Analyst

Technical Response Unit

Phone: [REDACTED]

Fax: [REDACTED]

b6

b7C

From: [REDACTED] (OTD) (FBI)  
Sent: Friday, February 26, 2010 2:59 PM.  
To: [REDACTED] (OTD) (FBI)  
Cc: [REDACTED] (OTD) (FBI)  
Subject: RE: PO# [REDACTED]

b6

b7C

b7E

UNCLASSIFIED  
NON-RECORD

[REDACTED] here is the contact info for the person that needs to talk to you about setting up a [REDACTED] can get payment.

b6

b7C

b7E

Thanks  
[REDACTED]

[REDACTED]  
Management and Program Analyst  
Technical Response Unit  
Phone: [REDACTED]  
Fax: [REDACTED]

b6

b7C

b7E

From: [REDACTED] (OTD) (FBI)  
Sent: Friday, February 12, 2010 11:01 AM  
To: [REDACTED] (OTD) (FBI)  
Cc: [REDACTED] (OTD) (FBI)  
Subject: PO# [REDACTED]

UNCLASSIFIED  
NON-RECORD

I have sent you emails on your IC account in reference to a [REDACTED] being set up with the [REDACTED] We have received these items so the [REDACTED] for payment.

Thanks  
[REDACTED]

[REDACTED]  
Management and Program Analyst  
Technical Response Unit  
Phone: [REDACTED]  
Fax: [REDACTED]

UNCLASSIFIED

UNCLASSIFIED

UNCLASSIFIED

UNCLASSIFIED

UNCLASSIFIED

UNCLASSIFIED

UNCLASSIFIED

Tracking:

Recipient



Read

Read: 8/16/2010 8:32 AM

Read: 8/16/2010 10:01 AM

b6

b7C

# Acquisition Security Unit Checklist

Version 3 – 10/01/2009

Previous editions are obsolete and will not be accepted

**MUST BE COMPLETED BY REQUESTOR**

Request Date:	05/24/2011
Anticipated Procurement Date:	
Requisition #:	
Point of Contact:	
POC Phone #:	

b6  
b7C  
b7E

## Highest Classification Required for Vendor to Provide Services / Products:

(Access to FBI systems? Access to classified information?)

UNCLASSIFIED  SECRET  TOP SECRET  TOP SECRET/SCI

## Comments:

**ASU USE ONLY**

Date Received: \_\_\_\_\_

ASU POC:

Date Additional Information Requested: \_\_\_\_\_

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Date Returned: \_\_\_\_\_

- Classified Contract (DD 254 Required)
- Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required)
- Contracting Officer's Security Representative
- E-QIP Special Security Requirements
- DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements
- DOJ Consent for Warrantless Searches of DOJ Workplaces
- Personnel Security Special Security Requirements
- Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements
- Contractor Financial Disclosure Requirements
- Contractor Suitability Requirements
- National Interest Determination

**ASU SPECIAL NOTES**

- Required if not already accomplished as part of the original contract award
- Required if connected to a FISMA or Critical Asset System (i.e. \_\_\_\_\_)
- Required if includes procurement of IT hardware / software connected to a FISMA or Critical Asset System
- Intergovernmental procurement / reimbursement
- No actions related to security were identified in the documentation provided

b7E

ASU

Date

**ACKNOWLEDGEMENT**

## Procurement Official/COTR/Technical Representative:

- I certify that those security requirements identified above by the ASU have been incorporated into the procurement documentation.
- This  is /  is not a mission essential contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

b6  
b7C

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-25-2013 BY NSICG F54M93K42



Please attach the completed checklist to your package at submission to Finance.

CREW-5066

## ACQUISITION SECURITY REQUEST

Request Date: 05/24/2011

Anticipated Procurement Date: 06/24/2011

## VENDOR INFORMATION

Reseller With Access to FBI Facilities  Reseller With No Access to FBI Facilities

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

 Manufacturer Hardware Software Maintenance

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

 Contractor Providing Classified Services DD Form 254 Required

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

## PRODUCT/SERVICES INFORMATION

FISMA System  Critical Asset System  Telecommunications  Audiovisual

1. Products being procured (list the specific hardware / software / services in detail)

Unmanned Aerial Vehicles

2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?

Operational Technology Division, Traditional Technology Section, Video Surveillance Unit, Unmanned Aerial Vehicle

3. Network on which product/service is to be used (i.e. \_\_\_\_\_ etc.)

N/A

4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)

UNCLASSIFIED

5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?

FBI PERSONNEL

6. Will the vendor require access to classified information/systems?

NO

## PROCUREMENT INFORMATION

Contracting Officer Name/ Phone: \_\_\_\_\_

FBI COTR Name/Phone: \_\_\_\_\_

Program Manager/Technical POC: \_\_\_\_\_

Requisition Number: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_

Contract Number: \_\_\_\_\_

## DOCUMENTATION ATTACHED

 Answers to the Acquisition Risk Questions (the replacement for the SF-328) Key Management Personnel Listing (KMPL) FD-369 Requisition for Supplies and/or Equipment Statement of Work (SOW) – Required if a classified contract

## PRIORITY

All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.

Comments: \_\_\_\_\_

b7E

b7E

b6

b7C

b7E

~~SECRET//NOFORN~~**FEDERAL BUREAU OF INVESTIGATION**

Precedence: ROUTINE

Date: 12/28/2011

To: Finance

STCU

b6  
b7C

From: Operational Technology

Traditional Technology Section/Video Surveillance Unit  
Contact: [redacted]

Approved By: [redacted]

Drafted By: [redacted]

Case ID #: (U) 319B-14-HQ-A1487504-*583*

Title: (U) Requisition Matters

Synopsis: (U) To request that the Science and Technology Contracts Unit (STCU) evaluate and provide approval for the attached requisition for [redacted] for Unmanned Aerial Systems (UAS), training and repair services.

b7E

Classified by: F88M56K63  
Derived From: FBI NSISCG-20090615  
Declassify On: 20361228

Enclosure(s): (U) FD-369 Requisition [redacted]

b7E

- (U) Vendor Quote
- (U) Sole Source Justification
- (U) Acquisition Security Request
- (U) Acquisition Security Unit Checklist
- (U) Technical or Scientific Product Waiver
- (U) Security Addendum

Details: (U) The Video Surveillance Unit (VSU) is responsible for [redacted]

b7E

VSU362.1.wpd

~~SECRET//NOFORN~~

MAIL ID 36908

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED EXCEPT  
WHERE SHOWN OTHERWISEb6  
b7CUpgraded  
12/30/11 [redacted]

CREW-5068

~~SECRET//NOFORN~~

To: Finance From: Operational Technology  
Re: 319B-14-HQ-A1487504, 12/28/2011

LEAD(s) :

Set Lead 1: (INFO)

FINANCE

AT WASHINGTON, DC

(U) For information only.

CC: 1 - [REDACTED] QTERF (Encs.)  
1 - [REDACTED] QTERF (Encs.)

b6  
b7C

♦♦

~~SECRET//NOFORN~~

## ACQUISITION SECURITY REQUEST

Request Date: 12/28/2011

Anticipated Procurement Date: 01/30/2012

## VENDOR INFORMATION

Reseller With Access to FBI Facilities     Reseller With No Access to FBI Facilities

Vendor Name:

Vendor Address:

 Manufacturer Hardware Software Maintenance

Vendor Name:

Vendor Address:

 Contractor Providing CLASSIFIED Services DD Form 254 Required

Vendor Name:

Vendor Address:

## PRODUCT/SERVICES INFORMATION

FISMA System     Critical Asset System     Telecommunications     Audiovisual

1. Products being procured (list the specific hardware / software / services in detail)    Unmanned Aerial Systems, Training and Repair Services

2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?    Operational Technology Division, Traditional Technology Section, Video Surveillance Unit, Unmanned Aerial Vehicles

3. Network on which product/service is to be used (i.e. [redacted] etc.).

N/A

4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)

SECRET

5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?

FBI PERSONNEL

6. Will the vendor require access to classified information/systems?

NO

## PROCUREMENT INFORMATION

Contracting Officer Name/ Phone:

FBI COTR Name/Phone:

Program Manager/Technical POC:

Requisition Number:

Purchase Order Number:

Contract Number:

## DOCUMENTATION ATTACHED

Answers to the Acquisition Risk Questions (the replacement for the SF-328)

Key Management Personnel Listing (KMPL)

FD-369 Requisition for Supplies and/or Equipment

Statement of Work (SOW) – Required if a classified contract

## PRIORITY

All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.

Comments:

# Acquisition Security Unit Checklist

Version 3 – 10/01/2009

Previous editions are obsolete and will not be accepted

## MUST BE COMPLETED BY REQUESTOR

Request Date:	12/28/2011
Anticipated Procurement Date:	
Requisition #:	
Point of Contact:	
POC Phone #:	
<b>Highest Classification Required for Vendor to Provide Services / Products:</b> (Access to FBI systems? Access to classified information?)	
<input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TOP SECRET/SCI	
<b>Comments:</b>	

b6  
b7C  
b7E

## ASU USE ONLY

Date Received:	ASU POC:
Date Additional Information Requested:	
Date Returned:	

b6  
b7C

- Classified Contract (DD 254 Required)
- Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required)
- Contracting Officer's Security Representative
- E-QIP Special Security Requirements
- DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements
- DOJ-Consent for Warrantless Searches of DOJ Workplaces
- Personnel Security Special Security Requirements
- Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements
- Contractor Financial Disclosure Requirements
- Contractor Suitability Requirements
- National Interest Determination

## ASU SPECIAL NOTES

- Required if not already accomplished as part of the original contract award
- Required if connected to a FISMA or Critical Asset System (i.e. )
- Required if includes procurement of IT hardware / software connected to a FISMA or Critical Asset System
- Intergovernmental procurement / reimbursement
- No actions related to security were identified in the documentation provided

b7E

ASU

Date

## ACKNOWLEDGEMENT

### Procurement Official/COTR/Technical Representative:

- I certify that those security requirements identified above by the ASU have been incorporated into the procurement documentation.
- This  is /  is not a mission essential contract.

Signature:

Date:

Printed Name:

b6  
b7C

Please attach the completed checklist to your package at submission to Finance.

CREW-5076

**FEDERAL BUREAU OF INVESTIGATION**  
**TECHNICAL OR SCIENTIFIC PRODUCT WAIVER JUSTIFICATION FORM**  
**Version 1.0 (12/28/2010)**

*This form must be completed by a Program Manager within OTD, LD, or CJIS. Once completed, this form, along with the completed FD-369 Requisition form, must be submitted to the appropriate divisional approval supervisor per the table of dollar-levels below:*

<b>Total Value of Requisition</b>	<b>Approval Authority Required</b>
Up to and including \$100,000	Unit Chief
Up to and including \$500,000	Section Chief
Up to and including \$1,000,000	Deputy Assistant Director
Over \$1,000,000	Assistant Director

*Once the approved form is remitted with proper approval indicated, it must be included in your Requisition Package.*

Program Name: UAV/UAS . Date: 12/28/2011

Division/Section/Unit: OTD / TTS / VSU

FD-369 Requisition #:

b7E

*Verify all criteria apply:*

- \_\_\_ The acquisition will not conflict, duplicate, or compete with a service already provided by ITB;
- \_\_\_ The acquisition will not aid in the development of conflicting, duplicative, or competing networks already provided by ITB, or if so, a document is attached evidencing approval of the CIO;

The items will be used to (*you must check at least one*)

- \_\_\_\_ Intercept, capture, collect, or record audio, video, image, or digital data in the course of surveillance activities;
- \_\_\_\_ Exploit secure technologies and protect covert operations;
- \_\_\_\_ Conduct scientific research, laboratory, or forensic analysis; and

The products will not be connected to or installed on one of the FBI Enterprise networks, or if so, a document is attached evidencing approval of the CIO.

I cert / above are adequately satisfied and all information provided on this form is accurate.

b6  
b7C

1

*I* above are adequately satisfied and all information provided on this form is accurate.

Team Manager Signature

Program Manager Name (printed)

Approval Signature:

Date: 12/28/201

Name and Title:

**Unit Chief**

CREW-5077

Routine  
 Priority  
 Expedite

# REQUISITION (FD-369) COVER SHEET

OPERATIONAL TECHNOLOGY DIVISION (OTD)

Entered in PAMS by

b6  
b7C  
b7E

REQUIRED 1.

## REQUIRED DOCUMENTATION (See Acquisition Documentation Guideline)

Acquisition Plan FD-911 (Required for acquisitions  $\geq \$5M$  system life cost)  
 EC (Required for all acquisitions  $\geq \$100K$ , except contract renewals)  
 Independent Government Cost Estimate  
 Market Research  
 Sole Source Justification  
 Statement of Work (SOW) or Statement of Need (SON)  
 Source Selection Plan (Required for competitive acquisitions  $\geq \$100K$ )  
 Acquisition Security Checklist  
 Acquisition Security Request (ASR)  
 DD Form 254 (Required for classified contracts)  
 Section 508 (Required for electronic and IT acquisitions)  
 TSP Waiver Justification Form

### Additional Requirements for IT Acquisitions Only

COTS Approval (Required for ALL IT acquisitions)  
 IT Acquisition Form (Required for requisitions  $> \$25K$ )

REQUIRED 2.

## UNIT CHIEF APPROVAL

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
initial

b6  
b7C

3.

## TMSU APPROVAL

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
initial

initial

4.

## > \$150,000 - Section Chief

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
initial

b6  
b7C

5.

## > \$500,000 - Deputy Asst Director

Anthony P. DiClemente

\_\_\_\_\_  
initial

b6  
b7C

6.

## > \$1,000,000 - Assistant Director

Amy S. Hess

\_\_\_\_\_  
initial

b6  
b7C

7.

## REQUISITION WITH ECs ATTACHED:

\_\_\_\_\_  
for uploading or alternate

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
initial

REQUIRED 8.

## SRU/MSU - FUNDING APPROVAL & TRANSMITTAL to CONTRACTING

DTP: All Accounts

\_\_\_\_\_  
initial

TFS&S: All Accounts

\_\_\_\_\_  
initial

initial  
initial

b6  
b7C

IITP: STAS/NGW(3-G)

\_\_\_\_\_  
initial

CNCI (Cyber) & TRIAD

\_\_\_\_\_  
initial

initial

IITP: STAS

\_\_\_\_\_  
initial

CSEA (Spectrum)

\_\_\_\_\_  
initial

initial

Please upload + carry to SRU

MAIL ID 36908  
CREW-5081

Rev 10/13/10

<input checked="" type="checkbox"/> Routine	REQUISITION #	
<input type="checkbox"/> Priority	Entered in PAMS by	
<input type="checkbox"/> Expedited		

**REQUISITION (FD-369) COVER SHEET**  
OPERATIONAL TECHNOLOGY DIVISION (OTD)

b6  
b7C  
b7E

**REQUIRED 1.  REQUIRED DOCUMENTATION** (See Acquisition Documentation Guideline)

Acquisition Plan FD-911 (Required for acquisitions  $\geq \$5M$  system life cost)  
 EC (Required for all acquisitions  $\geq \$100K$ , except contract renewals)  
 Independent Government Cost Estimate  
 Market Research  
 Sole Source Justification  
 Statement of Work (SOW) or Statement of Need (SON)  
 Source Selection Plan (Required for competitive acquisitions  $\geq \$100K$ )  
 Acquisition Security Checklist  
 Acquisition Security Request (ASR)  
 DD Form 254 (Required for classified contracts)  
 Section 508 (Required for electronic and IT acquisitions)

**Additional Requirements for IT Acquisitions Only**

COTS Approval (Required for IT non-baseline acquisitions)  
 IT Acquisition Form (Required for requisitions  $> \$25K$ )

**REQUIRED 2.  UNIT CHIEF APPROVAL**   initial  
Printed Name

**3.  TMSU APPROVAL**   initial  
Printed Name

**4.  > \$100,000 - Section Chief**   initial  
Printed Name

**5.  > \$500,000 - Deputy Assistant Director**   initial  
Printed Name  
D: Keith Bryars

**6.  > \$1,000,000 - Assistant Director**   initial  
Printed Name  
Marcus C. Thomas

**7.  REQUISITION WITH ECs ATTACHED:**   initial  
for uploading or alternate  
Printed Name  
APR 21 2011

**REQUIRED 8.  SRU/MSU - FUNDING APPROVAL & TRA**   to CONTRACTING

**DTP: All Accounts**   initial  
Printed Name

**TFS&S: All Accounts**   initial  
Printed Name

**IITP: STAS/NGW (3-G)**   initial  
Printed Name

**CNCI (Cyber) & TRIAD**   initial  
Printed Name

**IITP: STAS**   initial  
Printed Name

**CSEA (Spectrum)**   initial  
Printed Name

b6  
b7C

b6  
b7C

(Rev. 05-01-2008)

439

~~SECRET//NOFORN~~

## FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 04/12/2011

To: Finance

STCU

b6  
b7C

From: Operational Technology

Traditional Technology Section/Video Surveillance Unit

Contact:

Approved By:

b6  
b7C

Drafted By:

Case ID #: (U) 319B-14-HQ-A1487504 *530*

Title: (U) Requisition Matters

Synopsis: (U) To request that the Science and Technology Contracts Unit (STCU) evaluate and provide approval for the attached requisition for  for Unmanned Aerial Systems (UAS).

b7E

Classified by: F88M56K63

Derived From: FBI NSISCG-20090615

Declassify On: 20360412

Enclosure(s): (U) FD-369 Requisition #

b7E

(U) Vendor Quote

(U) Sole Source Justification

(U) Acquisition Security Request

(U) Acquisition Security Unit Checklist

Details: (U) The Video Surveillance Unit (VSU) is responsible for

b7E

~~(S)~~(NF) In a never ending struggle to provide better service and capabilities to the FBI thru the use of new technology the

~~SECRET//NOFORN~~

To: Finance From: Operational Technology  
Re: 319B-14-HQ-A1487504, 04/12/2011

LEAD(s):

Set Lead 1: (INFO)

FINANCE

AT WASHINGTON, DC

(U) For information only.

CC: 1 - [REDACTED] QTERF (Encs.)  
1 - [REDACTED] QTERF (Encs.)  
1 - [REDACTED] QTERF (Encs.)  
1 - [REDACTED] QTERF (Encs.)

b6  
b7c

♦♦

~~SECRET//NOFORN~~

## ACQUISITION SECURITY REQUEST

Request Date: 04/12/2011	Anticipated Procurement Date: 05/12/2011
<b>VENDOR INFORMATION</b>	
<input type="checkbox"/> Reseller With Access to FBI Facilities <input type="checkbox"/> Reseller With No Access to FBI Facilities	
Vendor Name:	
Vendor Address:	
<input checked="" type="checkbox"/> Manufacturer	<input checked="" type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Maintenance
Vendor Name:	
Vendor Address:	
<input type="checkbox"/> Contractor Providing Classified Services	<input type="checkbox"/> DD Form 254 Required
Vendor Name:	
Vendor Address:	
<b>PRODUCT/SERVICES INFORMATION</b>	
<input type="checkbox"/> FISMA System <input checked="" type="checkbox"/> Critical Asset System <input type="checkbox"/> Telecommunications <input type="checkbox"/> Audiovisual	
1. Products being procured (list the specific hardware / software / services in detail)	Unmanned Aerial Vehicles
2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?	Operational Technology Division, Traditional Technology Section, Video Surveillance Unit, Unmanned Aerial Vehicle [redacted] [redacted]
3. Network on which product/service is to be used (i.e. [redacted] etc.)	N/A
4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)	UNCLASSIFIED
5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?	FBI PERSONNEL
6. Will the vendor require access to classified information/systems?	NO
<b>PROCUREMENT INFORMATION</b>	
Contracting Officer Name/Phone:	
FBI COTR Name/Phone:	
Program Manager/Technical POC:	
Requisition Number:	
Purchase Order Number:	
Contract Number:	
<b>DOCUMENTATION ATTACHED</b>	
<input type="checkbox"/> Answers to the Acquisition Risk Questions (the replacement for the SF-328)	
<input type="checkbox"/> Key Management Personnel Listing (KMPL)	
<input checked="" type="checkbox"/> FD-369 Requisition for Supplies and/or Equipment	
<input type="checkbox"/> Statement of Work (SOW) – Required if a classified contract	
<b>PRIORITY</b>	
All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.	
Comments:	

Page 106 ~ b6; b7C; b7D; b7E;  
Page 107 ~ b6; b7C; b7D; b7E;  
Page 108 ~ b6; b7C; b7D; b7E;  
Page 109 ~ b6; b7C; b7D; b7E;  
Page 110 ~ b6; b7C; b7D; b7E;  
Page 111 ~ b6; b7C; b7D; b7E;  
Page 146 ~ b3; b7E;  
Page 147 ~ b3; b7E;  
Page 148 ~ b3; b7E;  
Page 149 ~ b3; b7E;  
Page 150 ~ b3; b7E;  
Page 151 ~ b6; b7C; b7E;  
Page 152 ~ b6; b7C; b7E;  
Page 153 ~ b3; b7E;  
Page 247 ~ b3; b6; b7C; b7E;  
Page 253 ~ b1; b3; b7E;  
Page 254 ~ b3; b7E;  
Page 255 ~ b3; b6; b7C; b7E;  
Page 256 ~ b6; b7C; b7E;  
Page 257 ~ b6; b7C; b7E;  
Page 258 ~ b3; b7E;  
Page 259 ~ b3; b6; b7C; b7E;  
Page 260 ~ b3; b7E;  
Page 261 ~ b3; b7E;  
Page 262 ~ b3; b7E;  
Page 263 ~ b6; b7C;  
Page 280 ~ b1; b3; b7E;  
Page 281 ~ b1; b3; b7E;  
Page 283 ~ b3; b7E;  
Page 284 ~ b3; b7E;  
Page 285 ~ b3; b6; b7C; b7E;  
Page 289 ~ b1; b3; b7E;  
Page 290 ~ b3; b7E;  
Page 291 ~ b3; b6; b7C; b7E;  
Page 295 ~ b1; b3; b7E;  
Page 296 ~ b3; b7E;  
Page 298 ~ b6; b7C; b7E;  
Page 299 ~ b6; b7C; b7E;  
Page 300 ~ b6; b7C; b7E;  
Page 301 ~ b6; b7C; b7E;  
Page 302 ~ b3; b7E;  
Page 303 ~ b3; b7E;  
Page 304 ~ b3; b7E;  
Page 305 ~ b3; b6; b7C; b7E;  
Page 308 ~ b1; b3; b7E;  
Page 309 ~ b3; b7E;  
Page 310 ~ b3; b6; b7C; b7E;  
Page 311 ~ b6; b7C; b7E;  
Page 312 ~ b6; b7C; b7E;  
Page 313 ~ b7E;  
Page 314 ~ b6; b7C; b7E;  
Page 315 ~ b7E;  
Page 316 ~ b7E;  
Page 317 ~ b7E;